		DAII	Y ATTENDA	ANCE FORM				
Write each child's arrival to room and are later taken to out when they leave the roo end of the day, if children nout of their classroom, signo	o another room tom. Next, they move to another	Staff/child ratios → age of youngest child in class Infant → 1:4 1-year-old → 1:6 2-year-old → 1:8 3-year-old → 1:10 4&5 years old, not yet in K → 1:12 Attending school → 1:15						
Child's Name	Arrival Time	Departure Time	Notes	Health Observation*: S=Sickness, I=Injury,	Staff Tracking			
				A=Possible abuse or neglec	et N	ame	In	Out
2								
3								
4								
5								
6								
7								
9								
1								
0								
1								
1								
2 1								
3								
1 4								
1								
5								
$\begin{bmatrix} 1 \\ 6 \end{bmatrix}$								
1 7								
1 8								
1 9								
2 0								

2				
2 2				
2 3				
2 4				
2 5				

^{*}If child is sick and must be excluded from care, or if child has an injury, or if child shows signs or symptoms of abuse or neglect, document the concern and the steps you took to help the child on another piece of paper and keep that paper in the child's file. If no concern, you may leave it blank.